



Defense Logistics Agency

Defense National Stockpile Center

IGD 1010: CONTROL OF DOCUMENTS

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1.0 PURPOSE

This IGD provides guidance for controlling all documents and procedures required by the Standard as it pertains to the ESOHMS at each DNSC installation. This document applies to all employees of DNSC who are required to establish, utilize and maintain environmental documents in accordance with the requirements of the ESOHMS.

Some documents are linked to the I Am The Key website and will be password protected for security requirements.

Controlled documents are listed on the [Document Review / Revision Matrix](#).

2.0 PROCESS

2.1 Director, Directorate of Environmental Management and Safety

The Director, Directorate of Environmental Management and Safety is responsible for the control and access of the following documents:

- a) Interpretive Guidance Document
- b) Environmental, Safety and Occupational Health Awareness Training Manual
- c) Environmental, Safety and Occupational Health Audit Protocols
- d) Emergency Response Plans are available within the Depot Information System (DIS) that is password protected for security.
- e) Storm Water Pollution Prevention Plans
- f) Any permits required to support our ESOHMS



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2.2 Requirements

The documents identified above are controlled by document control methods of the identified process owners to ensure that the documents:

- a) Can be readily located.
- b) Are periodically reviewed, revised, and approved or deleted as necessary by authorized personnel and are communicated by process owners to all applicable employees.
- c) Are available at applicable locations.
- d) Are removed from all points of issue and use when obsolete, and otherwise assured against unintended use.

Any obsolete documents retained for legal and/or knowledge preservation purposes are clearly identified as: ***"This Document May be Obsolete. Retained for Historical Use Only"***

- e) Are legible, dated (with revision dates, if applicable), readily identifiable.
- f) Are appropriately maintained by either headquarters or appropriate field locations of the operating installations.
- g) All original documents that are received or issued by headquarters or a depot must be retained on file for future review and/or audit purposes. Copies may be made and distributed; however, the original document must remain on file.

3.0 EXAMPLES OF ESOHMS SUPPORTING DOCUMENTATION REFERENCES

The references listed below are not intended to be all-inclusive but rather to provide examples of typical documentation, illustrative of the ESOHMS and are not necessarily controlled by this ESOHMS Manual.

- 3.1 [DNSC's ESOH Document Control Procedure](#)
- 3.2 [DNSC's Operations and Logistics Storage Manual](#)
- 3.3 [Document Review/Revision Matrix](#)

Last Updated June 3, 2005